

The Arizona Department of Emergency and Military Affairs (DEMA), Arizona Division of Emergency Management (ADEM) is requesting a second round of applications for nonpoint source erosion control projects in the Wallow Fire burn area.

The objective of this Request for Grant Applications (RFGA) is to invite state agencies, local governments, watershed partnerships, land owners, and other entities to leverage their money and resources for on-the-ground-projects that will mitigate increased erosion to water bodies resulting from the recent Wallow Fire.

Projects funded will be selected through a competitive process. Priorities for funding are described in Section II.B, *Eligible Projects*.

## **I. Grant Opportunity Description**

### **Overview**

The Wallow Fire is the largest fire in Arizona history, burning over 530,000 acres. Emergency measures to control erosion resulting from the fire are a necessity to protect not only human health and property, but also water quality in the watersheds impacted by the burn. ADEQ has provided ADEM with funding to support nonpoint source pollution reduction projects resulting from the Wallow Fire.

Nonpoint source pollution is polluted runoff from many different sources and remains the nation's largest source of water quality problems. Nonpoint source pollution occurs when rainfall, snowmelt or irrigation runs over land or through the ground, picks up pollutants and deposits them into rivers, lakes and coastal waters or introduces them into ground water. Agriculture, forestry, grazing, septic systems, recreational boating, urban runoff, construction, physical changes to stream channels and habitat degradation are potential sources of nonpoint source pollution. Projects must focus on improving or protecting water quality by reducing nonpoint source pollution within the Arizona boundaries of the Wallow Fire burn area.

### **Total Project Funding for Second Round**

Approximately \$120,000 of the original \$225,000 is available for award of physical projects. Funding is provided by the Arizona Department of Environmental Quality (ADEQ) via the United States Environmental Protection Agency pursuant to Section 319(h) of the Clean Water Act. ADEM expects to make multiple awards to grantees during this second round. There is no restriction on the amount of funds that can be requested by or awarded to a single project, but all project costs must be commensurate with water quality benefits.

### **Project Funding Limitations**

Requested grant funding cannot exceed 60% of the total project costs. At least 40% of the total project costs must be met using non-federal match.

Funding can only be utilized for implementation-related costs. Administrative costs are not eligible for funding.

### **Funding Priorities**

Primary priority will be given to projects that:

- Will reduce sediment from nonpoint sources to a water body located within an ADEQ Targeted Watershed impacted by the Wallow Fire (applicable watersheds include the LCR Headwaters and the San Francisco/Blue River Watershed; see Appendix A for maps), AND
- Are located in an area that has been classified as having suffered a high degree of burn severity according to the Wallow Fire Burn Severity Map. (Appendix B).

Secondary priority will be given to projects that:

- Meet at least one of the primary priority criteria, AND/OR
- Can provide alternate documentation of increased nonpoint source pollutant threats to a water body

By entering into a grant agreement with ADEM under this funding opportunity, grantees are subject to and must abide by the terms and conditions found in Appendix C. Additional "special conditions" may also be incorporated into individual grant agreements.

### **Award Instrument**

Funds are awarded on a reimbursement basis. Reimbursements will be made to grantees pending the submission and approval of proper Request for Reimbursement forms and reporting documents as detailed in the final grant agreement. Applicants will be given the opportunity to request an up-front limited funding advance in their proposal.

### **Timeline**

**October 14, 2011:** Request for Proposals released

**December 2, 2011 5:00 pm:** Proposal deadline

**December 12-16, 2011:** Proposal review and selection

**December 30, 2011:** All NOR Award Announcements Mailed

## **II. Eligibility Requirements**

### **Eligible Applicants**

All public and private entities as well as individuals are eligible for this funding opportunity.

### **Eligible Projects**

Must reduce nonpoint source pollution to a water body

Must be located within the Arizona boundaries of the Wallow Fire burn area (Appendix A)

### **General Requirements**

Applicants shall adhere to Federal, state, and local laws, regulations, and codes, as applicable, and shall obtain all required approvals and permits. Applicants shall also coordinate and obtain approvals from all site owners and operators. Implementation projects must also include an education and outreach component; education projects must include an implementation component. Applications must be clear, complete, and follow the required format (see Appendices A-D).

### **Nonpoint Source Pollution and Water Quality Improvement**

In order to be considered for funding, all projects must focus on the reduction of nonpoint source pollution to an Arizona water body and must be able to demonstrate water quality improvements.

### **40% Non-federal Match**

Applicant must provide a 40% non-federal match and clearly state all matching sources and amounts, with dates of funding receipt. Please use the following calculation to determine whether your application meets this requirement:

**(Total project cost) X (0.6) = Maximum federal contribution**  
**(Total project cost) - (Maximum federal contribution) = Required non-federal match**

### **Length of Project/Activity**

Projects should be executable within a two year time frame. If more than two years is necessary, the proposal must include justification.

### **Ineligible Projects**

The following types of projects are ineligible for this funding opportunity:

- Projects that do not reduce or eliminate a non-point source of pollution to a water body
- Projects that fund hook-up to sewer, improvements to sewers, waste water treatment facilities, or other permit-regulated facilities
- Any compliance condition identified in a draft or final NPDES/AZPDES permit or SWPP
- Maintenance, repair, or replacement of project components funded through past WQIG awards
- Projects that focus on water quantity issues

## **III. Proposal Submittal Information**

### **Proposal Submittal Format**

All proposals must be submitted in the format provided in Appendix D in order to be considered for funding. Please send RFP's electronically if possible to Ryan Brown.

### **Points of Contact**

Requests for hard copies of this RFP or general information about this funding opportunity may be directed to:

Ryan Brown  
Arizona Division of Emergency Management, Recovery Section  
Recovery Projects Manager  
[ryan.brown@azdema.gov](mailto:ryan.brown@azdema.gov) or 602-464-6232

Questions regarding project eligibility may be directed to:

Krista Osterberg  
Arizona Department of Environmental Quality, Water Quality Division  
Grants & Outreach Unit Supervisor  
[KO1@azdeq.gov](mailto:KO1@azdeq.gov) or (602) 771-4635.

### **Date for Receipt of Proposals**

**October 14, 2011:** Request for Proposals released

**December 2, 2011 5:00 pm:** Proposal deadline

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## **IV. Application Evaluation and Selection, Execution of Grant Agreements**

### **Evaluation Process**

The review and selection process begins after the grant application submittal deadline. During review, your application will be held confidential. Grant staff will first review your application to ensure that it is eligible for funding and all required components are present. ADEM will notify applicants if the eligibility requirements are not met.

An evaluation committee will review all applications and make recommendations for funding. Grants that most closely meet the Program's priorities and are most likely to successfully achieve ADEM's desired outcomes will be recommended. During the evaluation process, additional information may be requested and applicants may also be asked to revise their application based on the new information submitted.

Applications will be evaluated based on criteria identified within this RFP. Bonus points may also be awarded to applications based on criteria specified under the "Funding Priorities" section of this document.

### **Project Selection**

Projects are selected for award based on the scores determined by the evaluation committee. Awards are limited by the amount of funding available; therefore, all qualifying projects may not be funded.

Applicants will be notified as to whether or not they received a grant award after the evaluation process is completed. After evaluations are completed, all applications and the associated evaluations will be made available to the public upon request. If you believe that any of the information contained in your application should be held confidential, you must designate that information as “confidential” in your application and provide an explanation as to why it should be held confidential.

If an applicant does not receive a grant award, the applicant may request a meeting with the Arizona Division of Emergency Management Recovery Program Manager to discuss the application and evaluation. Applicants also have the right to protest the award decision. A letter of protest should be written within 30 days from the date of notification receipt. Protest letters must be sent to the Arizona Division of Emergency Management’s Recovery Section to the following address:

Arizona Division of Emergency Management  
Attention: Recovery Section  
5636 E. McDowell Road, Bldg 5507  
Phoenix, Arizona 85008

The Arizona Division of Emergency Management Recovery Section Assistant Director will review the protest and the grant file and provide a written decision on the protest.

### **Execution of Grant Agreements**

Once Special Conditions have been developed and agreed upon, ADEQ will issue two copies of the Grant Agreement to the applicant (now referred to as the grantee). The grantee must sign both copies of the Agreement and return them to the WQIG Program within 30 days of receipt. In signing the Grant Agreement, the grantee agrees to all Terms and Conditions as listed in Appendix C. The WQIG Program will execute the Grant Agreement and return an original to the grantee.

The grantee is required to do the following after they are notified of a grant award:

- Set up a project file to maintain a record of all correspondence, receipts, invoices, and copies of all reports and documents associated with the project
- Establish a separate bank account for the deposit of grant funds, carrying the name and number of this project

**Please note: Project activities that take place prior to the execution of a grant agreement are not eligible for reimbursement or inclusion toward the 40% non-federal match requirement.**

## **V. Grant Administration**

In order to meet all grant administration requirements, the grantee is responsible for providing the following deliverables:

- Quarterly progress reports and budget reports; Final report
- Requests for reimbursements
- Records of all costs incurred (available upon request)
- Final report

**Quarterly Reports and Budget Reports; Final Report** – Quarterly reports are submitted on a calendar quarterly basis and must be received by ADEM no later than 15 calendar days after the close of the quarter. All reports shall be in the format provided by DEMA upon award receipt.

**Request for Reimbursement** – Requests for reimbursements can be made whenever work has been completed at any time during the course of the grant. *Reimbursements will only be made if ADEM has received:*

- The current narrative progress report and updated budget report has been submitted and is complete, including the status on all project steps and milestones
- An original signed Request for Reimbursement Form
- We are authorized to provide advances when reimbursement is not feasible because the grantee lacks sufficient working capital. Advances can be provided for 30 days of estimated expenses for items such as personnel costs, supplies, and contract payments and the full amount for equipment purchases, when necessary for the start-up of an approved grant project. So as long as we can establish need, there's no problem with advancing funding for administration (it just might take a couple of weeks).

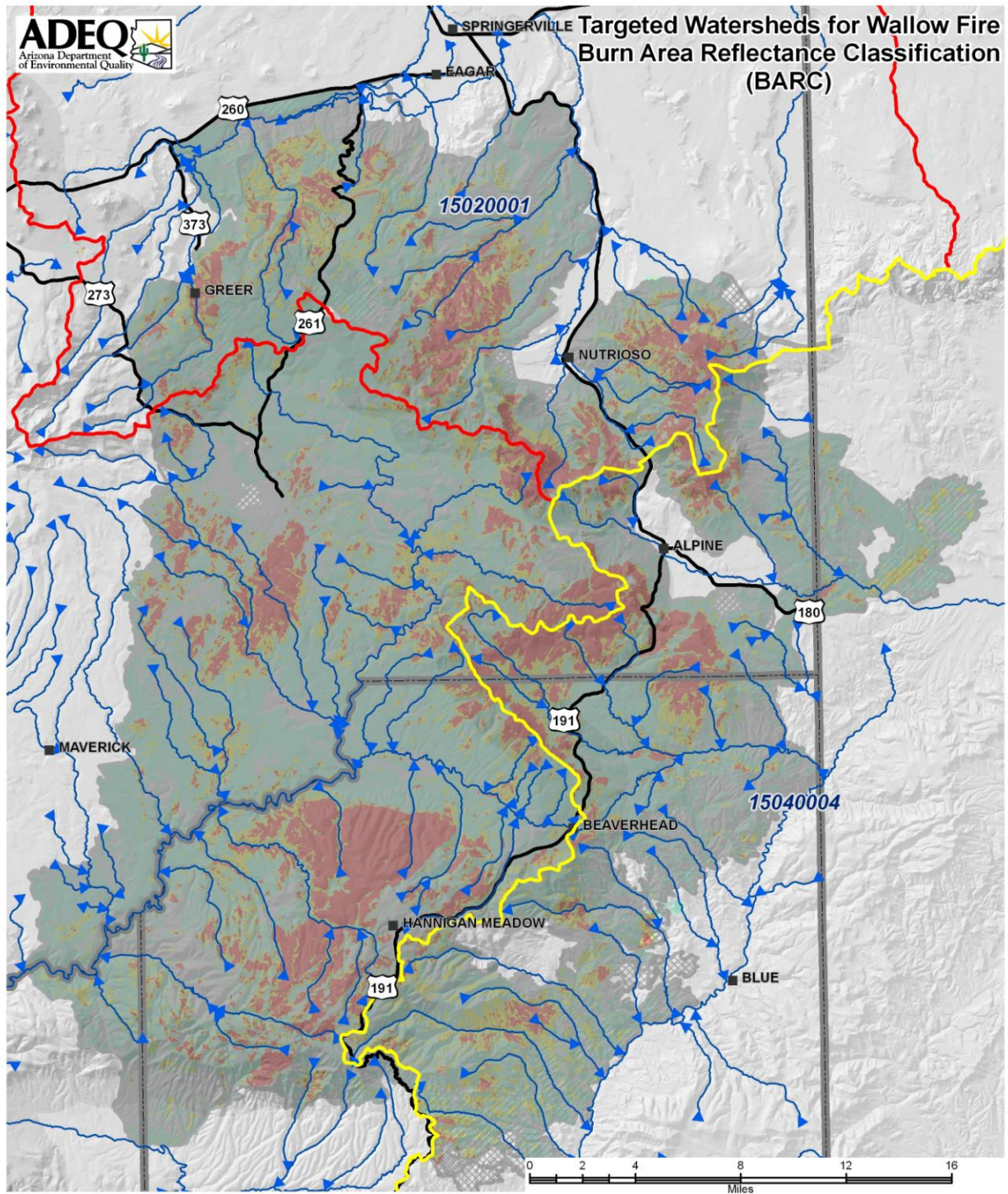
**Records of Costs Incurred** – The grantee must maintain all records and supporting documentation adequate to demonstrate the costs claimed have been incurred, are applicable to the grant, and comply with applicable cost principles for five (5) years. For any budget expenditures (grant and matching funds), the following documentation must be available to ADEM upon request:

- Itemized per diem rates, equipment rental or usage rates, etc.
- Copies (or originals) of time sheets for employees and volunteers. Time sheets must be signed by employees and a supervisor and show dates, hours, and projects worked
- Copies (or originals) of logs and schedules for equipment usage
- Signed statements noting fair market value for any in-kind donations or materials or supplies
- Copies of originals of invoices for materials, supplies, equipment, etc.

ADEM will not disburse final payment until the final report is approved and all requirements of the Grant Agreement have been fulfilled.

The Grantee needs to maintain a project documentation file for a minimum of five (5) years after the final report is submitted. The file must include all relevant records of this project.

## Appendix A: ADEQ Targeted Watersheds in the Wallow Fire Burn Area



### Targeted Watersheds

- Little Colorado River
- San Francisco/Blue Rivers

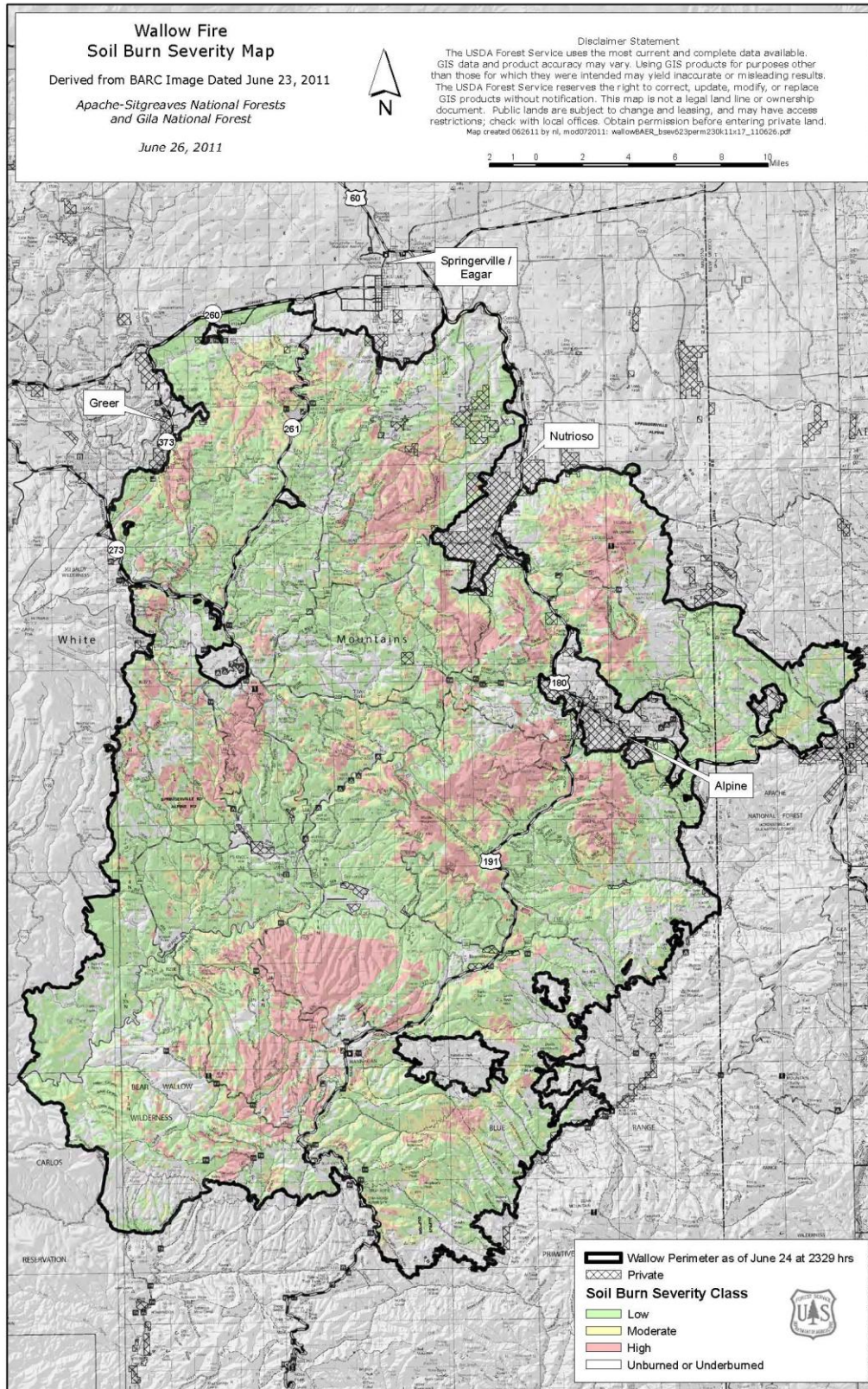
- Cities / Towns
- Flow Direction
- Major Highways
- County/State Boundary



This map is for general reference only and may not be all inclusive. ADEQ program's data collection efforts are ongoing. More detailed information and specific locations can be obtained by contacting the Arizona Department of Environmental Quality.

## Appendix B: Wallow Fire Burn Severity Map

(Also available online at: [https://fs.usda.gov/Internet/FSE\\_DOCUMENTS/stelprdb5317596.pdf](https://fs.usda.gov/Internet/FSE_DOCUMENTS/stelprdb5317596.pdf))



**Agreement Terms  
EV12-0005**

1. **Definitions:** The following definitions shall apply to the terms used in this Agreement, except where the context necessarily requires otherwise.
  - 1.1 “Department” or “ADEQ” means the Arizona Department of Environmental Quality.
  - 1.2 “Agreement” or “Contract” means this written document between ADEQ and the Contractor.
  - 1.3 “Contractor” means the Department of Emergency and Military Affairs, Arizona Division of Emergency Management or “ADEM.”
  - 1.4 “Project” or “Program” means the work, or any portion thereof described in this Agreement.
  - 1.5 “Shall” means that which is mandatory.
  - 1.6 “Subcontract” means any Contract between the Contractor and a third party to provide all or a specified part of the activities which the Contractor has contracted with the Department to provide.
  - 1.7 “State” means the State of Arizona.
2. **Access to Information:** Subject to statutory confidentiality requirements of the Contractor and ADEQ, both parties to this Agreement shall have full, complete and equal access to data and information prepared under this Agreement on a no-charge basis.
3. **Amendment:** This Agreement may be modified only by written Contract Amendment signed by the Director or designee, of the ADEQ and the person duly authorized to act on behalf of the Contractor. Contract Amendments shall be executed with the same formalities as this Agreement. Executed copies of any Amendment shall be provided to both parties.
4. **Amount of Agreement:** Total funds available for this Contract shall not exceed **\$250,000.00** unless otherwise amended in accordance with Section 3. above. Funds shall be expended in accordance with the Scope of Work of this Agreement. Any changes or modifications to any part of this Agreement shall be modified only by written Contract Amendment.
5. **Governing Law:**
  - 5.1 This Contract shall be governed by and construed in accordance with the laws of the State of Arizona.
  - 5.2 **Implied Consent Terms.** Each provision of law and any terms required by law to be in this Contract are a part of this Contract as if fully stated in it.
6. **Assignment:** Neither Party may assign any rights hereunder without the express, written, prior consent of the other Party.
7. **Audit of Records:** Pursuant to A.R.S. 35-214 and 35-215, the Contractor shall retain and shall contractually require each subcontractor to retain all data, books and other records (“records”) relating to this Contract for a period of five years after completion of the Contract, any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Contractor shall produce the original of any or all such records.

8. **Cancellation of State Contracts:** Both parties may cancel this Agreement, without penalty of further obligation, pursuant to A.R.S. 38-511.
9. **Contract Term:** The initial term of this Agreement shall be from the commencement of signatures by both parties through **August 31, 2013**. The Agreement may be renegotiated for additional periods, by formal Contract Amendment, subject to the requirements and/or limitations by Federal or State regulations.
10. **Effective Date:** This Agreement shall become effective on August 8, 2011.
11. **Non-Availability of Funds:** Every payment obligation of the State under this Contract is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Contract, this Contract may be terminated by the State at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.
12. **Non-Discrimination:** The Contractor shall comply with Executive Order 99-4, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Contractor shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
13. **Notices, Correspondence, Reports and Invoices:**
- 13.1 All notices, correspondence, invoices, and reports from the Contractor shall be sent to:
- Krista Osterberg  
Grant and Outreach Unit Supervisor  
Arizona Department of Environmental Quality  
1110 W. Washington Street  
Phoenix, AZ 85007  
(602) 771-4635  
[Osterberg.krista@azdeq.gov](mailto:Osterberg.krista@azdeq.gov)
- 13.2 All correspondence relating to the execution of the Contract, clarification of this Contract, and Contract Amendments shall be sent to:
- |   |   |
|---|---|
| <p><b>For ADEQ:</b><br/>Linda Wright, Senior Contract Officer<br/>Arizona Department of Environmental Quality<br/>1110 W. Washington Street<br/>Phoenix, AZ 85007<br/>(602) 771-4711<br/><a href="mailto:Wright.linda@azdeq.gov">Wright.linda@azdeq.gov</a></p> | <p><b>For ADEM:</b><br/>Wendy Smith-Reeve<br/>Assistant Director, Recovery<br/>Arizona Division of Emergency<br/>Management / Recovery Section<br/>5636 E. McDowell Road, DFO-Bldg. 5507<br/>Phoenix, AZ 85008-3495<br/>(602) 464-6357<br/><a href="mailto:Wendy.smith-reeve@azdema.gov">Wendy.smith-reeve@azdema.gov</a></p> |
|---|---|
- 13.3 Either party to this Agreement may designate a new Project Manager by filing a notice with the other party in accordance with these notice requirements.
14. **Ownership of Information:** Title to all documents, reports, data, and other materials prepared by the Contractor in performance of this Agreement shall rest in the State of Arizona, except for copyrighted material prepared in advance of this Agreement by the Contractor at the expense of

the Contractor. The ADEQ shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Agreement, except for copyrighted material as provided in this Section. The Contractor shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Agreement with the provision that all reproduction, duplication, disclosures and literature shall contain acknowledgement to ADEQ.

15. **Payment and Reporting:** Payment and reporting shall be in accordance with the Scope of Work and Section 13 of the Agreement Terms.

16. **Personnel:**

- 16.1 The Contractor represents that it employs, or shall through subcontract, secure all personnel required for the performance of the services under this Agreement. Such personnel shall not be employees of, nor have any contractual relationship with ADEQ unless otherwise specified herein.

- 16.2 Unless otherwise specified, all the services required hereunder shall be performed by the Contractor or under the supervision of the Contractor, and all personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. It is further agreed that the Contractor warrants that it is fully qualified and authorized under state and local law to perform the services contemplated under this Agreement.

17. **Printing Credit:** Promotional materials, such as brochures, advertisements, videos, maps, technical reports, etc. developed for the project, which are funded with ADEQ monies, shall show credit to ADEQ. All promotional materials shall be printed to the extent possible on recycled paper with the statement "Printed on Recycled Paper" printed on the cover sheet.

18. **Project Review:**

- 18.1 It is the responsibility of ADEQ to review and observe the progress of this Project. Therefore, ADEQ reserves the right to meet with the Contractor or its subcontractors at reasonable intervals for purposes of review of the work and the progress of the Project.

- 18.2 ADEQ reserves the right to review and approve any and all forms, questionnaires, brochures, training materials and other special purpose documents developed by the Contractor or its subcontractors for use in the Project. All documents shall be reviewed within five business days unless otherwise mutually agreed upon.

19. **Severability:** The provisions of this Agreement are severable to the extent that any provision or application to be invalid shall not affect any other provision or application of the Agreement, which shall remain in effect without the invalid provision or application.

20. **Subcontracts:**

- 20.1 The Contractor shall not enter into any subcontract or agreement relating to this Agreement without the prior written approval of ADEQ.

- 20.2 If approval to subcontract is granted, the Contractor shall provide ADEQ with a copy of each subcontract or agreement within 30 days of its effective date.

- 20.3 Subcontracts shall incorporate all terms and conditions contained herein.

21. **Termination:**

- 21.1 ADEQ or the Contractor may terminate this Agreement at any time, with or without cause, after giving 30 days written notice of termination to the Contractor or ADEQ, as appropriate. The notice shall specify the effective date of termination. In the event this Agreement is terminated,

with or without cause, the equipment, instruments, housing, supplies, and other materials prepared in advance of this Agreement by the Contractor at the Contractor's expense, shall become property of ADEQ.

- 21.2 In the event the Agreement is terminated, with or without cause, the Contractor shall deliver all finished or unfinished documents, data, and reports prepared as a result of this Agreement to ADEQ.
- 21.3 If the Agreement is terminated, including non-cancelable commitments, the Contractor shall be paid for all allowable costs incurred prior to the date of termination, including non-cancelable commitments, subject to audit verification by ADEQ or its duly authorized representative.
22. **Third Party Antitrust Violations:** The Contractor assigns to the State any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Contractor, toward fulfillment of this Contract.
23. **Federal Immigration and Nationality Act:** By entering into the Contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remaining effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U. S. Department of Labor's immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.
24. **Legal Worker Requirement:** As required by A.R.S. 41-4401, a government entity shall not award a Contract to any contractor or subcontractor that fails to comply with section 23-214, subsection A. Every government entity shall ensure that every government entity contractor and subcontractor complies with the federal immigration laws and regulations that relate to their employees and section 23-214, subsection A.
25. **Offshore Performance of Work Prohibited:** Due to security and identity protection concerns, all services under this Contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.
26. **Arbitration:** In the event of a dispute hereunder that involved the sum of Fifty Thousand Dollars (\$50,000) or less, in monetary damages only, exclusive of interest, costs and attorney's fees, the parties will submit the matter to binding arbitration pursuant to the Arizona Arbitration Act, A.R.S. 12-1501, et. seq., (the "Act") whose rules shall govern the interpretation, enforcement and proceedings pursuant to this paragraph. Except as otherwise provided in the Act, the decision of the arbitrator(s) shall be final and binding upon the parties.
27. **Venue:** In the event of any judicial proceeding relative to this Contract or any Subcontract, the parties agree that venue shall be proper in Maricopa County, Arizona.

**Appendix D: Proposal Format**

<p style="text-align: center;"><b>Arizona Department of Environmental Quality Water Quality Improvement Grant Program Proposal Form</b></p>
<p><b>Project Description</b> - Watershed area and pollutants of concern.</p>
<p><b>Authorizing Agency</b> - Name of person, agency, company, tribal authority who is applying for the grant.</p> <p><b>Name:</b> <b>Address:</b></p> <p><b>Brief description of the agency:</b></p>
<p><b>Agency Contact</b> – Primary contact for preliminary discussions and meeting arrangements. Meetings will be scheduled either at ADEQ’s offices in Phoenix or via telephone conferencing.</p> <p><b>Name:</b> <b>Address:</b></p> <p><b>Title:</b> <b>Phone:</b> <b>E-mail:</b> <b>Fax:</b> <b>Other contact information:</b></p>

## **Proposal Content**

### **I. Desired Outcomes**

a. Describe the desired outcomes of this project.

### **II. Pollutants of Concern**

a. Define the pollutant(s) of concern that this project will address.

b. Provide information about any known or suspected pollutant sources. Reference supporting documents or studies (TMDL reports, etc.). Include whether the water body of concern receives permitted treated effluent.

### **III. Location and Land Ownership**

**City/Town:**

**County:**

**12 digit Hydrologic Unit Code (HUC):**

*For help in locating your 12 digit HUC code, download the following document located on the ADEQ website: [Six Easy Steps to Finding Your 12-Digit HUC Code](#).*

**Land Ownership:**

Applicant must provide documentation of landowner permission and support for all landowners within the project area.

**Project Area Lat/Long:**

### **IV. Project Scale**

a. Define the scope and scale of the project area. Include a map that clearly shows the project area boundaries and location in relation to the specific water body that will be impacted by this project.

### **V. Project Prioritization**

a. Is your project located in an ADEQ Targeted Watershed identified in Appendix A? If so, which watershed?

b. Is your project located in a subwatershed identified as a high risk for sediment yield in Appendix B? If so, which watershed?

c. Please identify any alternative documentation of increased nonpoint source pollution threats to a water body in your project area. Include copies or links as appropriate.

### **VI. Scope of Work**

a. Describe the overall approach that will be taken to complete this project.

b. What permits, if any, will need to be obtained in order to complete this project?

**VII. Methods**

a. Describe the methods that will be used complete your project.

b. What BMPs will be used in the implementation portion of the project, and what criteria will be used to determine their locations and design specifications? What evidence supports the use of these BMPs?

**VIII. Key Personnel and Partnerships**

a. Describe the organization that is requesting funds as well as the key personnel and their responsibilities.

**IX. Budget**

a. Develop a draft budget based on the anticipated costs for completing the project within the proposed time schedule. Budget sheet is provided below.

Line Item	Grant Contribution	Match Contribution
EQUIPMENT		
	\$	\$
	\$	\$
SUPPLIES		
	\$	\$
	\$	\$
PERSONNEL		
	\$	\$
	\$	\$
OTHER		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
SUBTOTALS		
TOTAL PROJECT COST		

b. Describe and quantify all sources for the full amount of project match.

c. I have verified that no less than 40% of the total project budget will be paid using non-federal match. (Yes/No).

## **X. Work Plan Steps and Deliverables**

Develop a work plan with a series of steps and associated dates that are necessary to complete the plans. Each step must have a milestone that provides a description of what will be accomplished. A form is provided below. Pre-defined work plan steps identified in the form are mandatory and must be addressed.

[illegible]